

**APPROVED MINUTES OF THE AUGUST 22, 2016 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Cyrus Sobhani, Eva Freund, Marcantonio Barnes

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im, Art Quintana, Pat Orlando

The meeting was called to order at 7:01 p.m. by Chairman Wood

Minutes from the July 25, 2016 meeting were approved unanimously

Honoring Commissioner Bea Malone

- In honor of Commissioner Bea Malone and in remembrance of her service and life, Commissioner Reniker proposed that the small business award to be presented at the upcoming Vendor Forum be named after Commissioner Malone
- Commissioner Pellegrin proposed that the Board of Supervisors recognize or pass a resolution in honor of Commissioner Malone
- Ms. Muse advised that the Board of Supervisors had recognized Commissioner Malone with a moment of silence at a previous board meeting
- Action Item:
 - DPMM to speak with Supervisor Hudgins' office on possible ideas of further recognizing Commissioner Malone
 - DPMM to research how long Commissioner Malone served on the Small Business Commission

Committee Reports

Communications

- Commissioner Reniker shared an update on his meeting with the Office Public Affairs along with new ideas that can be used in service of the Vendor Forum this year:
 - Using SurveyMonkey to receive ratings on various aspects of the program by guests
 - Using SurveyMonkey to poll registered non-attendees why they were absent
- Action Items:
 - Commissioner Reniker to staff the SBC table at the Vendor Forum
 - Commissioner Reniker to design a survey and ask DPMM to print for distribution
 - DPMM to send social media language and regular invitations for use by the SBC

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach – No report

Executive – No report

Legislative and Policy

- Commissioner Sobhani shared a summary of the August 2016 newsletter
- Action Item:
 - DPMM to update the committees page with the August 2016 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Media Productions

- Commissioner Wood provided a summary and recap of the Channel 16 recording session held just prior to the regular meeting session
- Individual interviews with Commissioners will move forward based on a timeline agreed upon by Channel 16 and each respective commissioner
- The finished video is scheduled air approximately in mid-September to act as an advertisement for the Vendor Forum, air throughout the year, and be posted on Supervisors' websites

Office of Emergency Management – No report

Ombuds – No report

Strategic Planning

- Commissioner Tan shared ideas on improving the participation of Small, Women-owned, and minority-owned (SWaM) businesses in Fairfax County introducing an idea to increase SWaM spending by Fairfax County by 3-4%
- Ms. Muse provided background on the types of contracts and their different term lengths along with an explanation that business classification goals could not be possible without completing a disparity study per Virginia law.
- Action Items:
 - DPMM to investigate the general cost of disparity studies
 - DPMM to share data supplementing SWaM spend including solicitation and year-over-year numbers

Transparency

- Commissioner Freund reported there were no exceptions made to the talking points and the SBC is now encouraged to meet face-to-face or via phone with their Supervisors
- The goal of each meeting will be to push the Board of Supervisors to solicit feedback and move forward with bringing a MATTER before the BOS to garner support for transparency from County agencies and departments to report their procurement/acquisition numbers

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- Action Item:
 - SBC to announce via email to all commissioners when a meeting with their Supervisor is scheduled

Vendor Comments Board – No report

Vendor Forum

- The following speakers and topics were confirmed by Commissioner Powell:
 - Networking Your Pitch – Sylvia Henderson (plenary session)
 - Performance Management – Amy Riccardi
 - Mechanics of a Servant Leader – Steve Gladis
 - Alternative Financing – Karlene Sinclair-Robinson
- Backup and alternative panels:
 - Contracting and Procurement Terminology – Guy Timberlake
 - Selling to Fairfax County Workshop
 - Networking Tips – Marvin Powell
 - Office of Emergency Management Presentation
- An idea to enhance preparations was discussed to delegate one panel session topic and speaker to each commissioner or pair of commissioners

Old Business

- No old business

New Business

- No new business

Staff Report

- DPMM shared the FY2016 data on Small, Women-owned, and Minority-owned business spend

Announcements – No announcements

Action Items

- **SBC** to announce via email to all commissioners when a meeting with their Supervisor is scheduled
- **Commissioner Reniker** to staff the SBC table at the Vendor Forum
- **Commissioner Reniker** to design a survey and ask DPMM to print for use
- **DPMM** to speak with Supervisor Hudgins' office on possible ideas of further recognizing Commissioner Malone
- **DPMM** to research how long Commissioner Malone served on the Small Business Commission
- **DPMM** to send social media language and regular invitations for use by the SBC
- **DPMM** to update the committees page with the August 2016 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)
- **DPMM** to investigate the general cost of disparity studies

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- **DPMM** to share data supplementing SWaM spend including solicitation and year-over-year numbers

Adjournment – Chairman Wood adjourned the meeting at 8:15 p.m.